

General In-Processing Procedures – SOP

Personnel Processing:

- Complete DUSA-BT Incoming Personnel Data Sheet
 - Email or fax to DUSA-BT Admin Office (fax: 703-692-8370)
- Email Account Set up
 - Email DUSA-BT IMO (703-693-0685)
- Office Door Entry Card (Kastle card)
 - ASF Admin
- Time and Attendance
 - Bi-Weekly Time and Attendance Form
 - SF 71 Leave Request
 - Standard 40 hour week unless other arrangement are approved by Director
 - When detailed to another organization, follow the rules of that organization
- Office Phone Extensions:
 - (Comm: 703-602-xxxx; DSN: 332-xxxx)
 - Fax Number: 602-9099
 - To call commercial: Dial “99” first; To call DSN: Dial “94” first

Business and Admin:

- Federal & State Income Tax Forms
- SF Form 1199A Direct Deposit Sign-up Form
- Govt Credit Card Application (for official travel) & account transfer
- Transfer Defense Travel System (DTS) Account
- Review and confirm Personnel & Pay Status

DoD Badge & CAC Card Processing:

- Bring 2 forms of Personal ID: Social Security Card, Drivers License, Military ID, US Passport (one ID must verify Social Security Number)
- Obtain DD 1172-2 (Application for DoD Common Access Card (CAC) Enrollment)
- Obtain DD 2249 (to get DoD badge)
- Provide both DD 2249 and DD 1172-2 to DUSA-BT Admin Office/IMO, 693-0685
- DoD Pass Office, Room 1E1084 is located at the bottom of the escalators by the Pentagon Metro entrance; or go to 1850 Bell Street in Crystal City
- CAC Card: Call CAC Card Office (602-0349/0327) located on 8th floor Taylor Bldg.

Transportation:

- Public Transportation – fill out DD 2845 Transportation Subsidy Benefit Program – distribution of metro checks is done quarterly (Jan, March, July, Oct)
- Taylor Bldg Garage Parking Application
 - Office: (202) 466-4300, ext 256
 - Fax: (202) 728-7756
- Pentagon “C” Pass Application (DD 1199) – turn in to Pentagon Concourse Office

Training:

- HQDA Staff Officer Orientation Course (check AKO)
- NSPS (briefing on I drive; courses available)
- Commercial courses (Harvard Executive Program, FEI, GW University, etc)
- Fill out DD 1556, get Director’s signature, fax to DUSA-BT Admin

Communication Tools:

- Global Address List: DUSA(BT) Senior Fellows Program
- Share Folder: I:/Senior Fellows
- Shared Calendar & Mailbox:

Official Photo

- Call Pentagon Photo (697-2060) to schedule

Professional Development

- NSPS Objectives
- IDP
- BIO
- Resume
- ECQs

Helpful Links and Info: